

LANCASTER COUNTY MENTAL HEALTH SPECIAL PROJECT COORDINATOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, developing, coordinating and evaluating programs, special projects and grants within the Community Mental Health Center of Lancaster County.

Work involves planning, developing and implementing facility programs to effectively implement grants and special projects and meet the mental health needs of the community. Project management includes developing goals and objectives to meet grant and community intervention expectations, developing and monitoring budgets, and evaluating and monitoring program effectiveness. Work also involves coordination of management information systems to track and evaluate organizational progress toward goals. An employee in this classification exercises considerable discretion and judgement in the performance of work responsibilities. Supervision is received from the Community Mental Health Administrator.

EXAMPLES OF WORK PERFORMED

Research potential grant availability for specific facility needs; coordinate data, draft goals and objectives and formulate budget information for identified grant applications; collaborate with representatives from community agencies, private and public service entities and governmental organizations to facilitate grant proposals, coordinate grant implementation and evaluation parameters and to draft all necessary communications.

Manage ongoing grant programs and projects ensuring funding and feedback requirements meet determined parameters; evaluate program progress and goal attainment; complete required reports and performance documentation per grant schedules; coordinate staff activities and reporting mechanisms to ensure continued facility accreditation.

Research potential software applications for managing departmental information; plan, implement and train staff on computer equipment and relevant departmental software programs; provide troubleshooting as needed.

Coordinate departmental training events; actively participate in departmental committees related to ongoing or potential grant proposals; act as Chairperson for the Quality Improvement Committee; aid in the preparation of materials for interim and legislative hearings.

Complete special projects as assigned by the Administrator.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of mental health principles, current practices in assessment and methods of treatment pertaining to the delivery of mental health services.

Knowledge of grant administration and program development.

Knowledge of computer hardware and software systems including management information applications.

Ability to make professional and administrative decisions within the framework of grant parameters, county rules and departmental policies.

Ability to analyze and interpret technical data and information.

Ability to communicate effectively both orally and in writing including delivering oral presentations and written reports.

Ability to assist in maintaining facility accreditation for facility programs.

Ability to establish and maintain effective working relationships with community and governmental officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major coursework in social work, psychology, education or related field supplemented by a Masters Degree in a related field plus experience in mental health program development and management.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in social work, psychology, education or related field supplemented by Master's level course, work in a related field plus some experience in the provision of mental health services or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

10/00

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